

operation

Undergrad

2010–11



WHAT IS OPERATION UNDERGRAD?

Operation Undergrad is a grant program of the Virginia Department of Alcoholic Beverage Control (ABC) designed to assist Virginia's colleges and universities in developing and enhancing initiatives related to enforcing Virginia's alcohol laws and successfully preventing and combating underage and high-risk drinking among college students.

HOW TO APPLY

- Complete and format your application using the checklist and guidelines provided in this brochure. Please use proper organization and headings and keep within specified page limits. Incomplete applications will not be considered.
- Submit your signed original grant application and four unbound copies to Virginia ABC by *Friday, June 4, 2010, 5 p.m.* This is the date and time by which your application must be received by Virginia ABC. It is not the postmarked date.
- Submit your application by mail or hand delivery. Virginia ABC will not accept grant applications by facsimile or by e-mail. The application cover sheet (enclosed) provides Virginia ABC's address.

APPLY TODAY!

Applications due by Friday, June 4, 2010!
Up to \$9,000 per grant!

GRANT GUIDELINES

Through Operation Undergrad, Virginia ABC awards grant funding to colleges and universities across the Commonwealth of Virginia to address underage and high-risk drinking among college students. *Virginia ABC will only consider grant applications for programs that meet one or more of the following priorities:*

- Programs that are innovative and visionary and have a long-lasting impact, ultimately deterring underage use, purchase, possession and sale of alcohol.
- Programs that establish and encourage partnerships between campus and community organizations to enforce Virginia's alcohol laws.
- Programs that enhance and expand collaborative efforts among campus law enforcement or security, local ABC agent(s) and local law enforcement.
- Programs that discourage off-age providers from supplying alcohol to underage individuals.
- Programs that educate students about the legal, health and personal implications of underage consumption and breaking Virginia's alcohol laws.

Operation Undergrad is a grant program of the Virginia Department of Alcoholic Beverage Control (ABC), made possible through a grant funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Enforcement of Underage Drinking Laws (EUDL) Block Grant.

GRANT ELIGIBILITY, CONDITIONS & REQUIREMENTS

■ ELIGIBILITY

Operation Undergrad limits eligibility to institutions of higher education in the Commonwealth of Virginia.

■ INSTITUTION OF HIGHER EDUCATION

As the applicant, the institution of higher education plays the project leadership role and receives all award checks.

■ PROJECT COORDINATION

- The project coordinator listed on the grant application will be the primary contact person for Operation Undergrad.
- The project coordinator should be a staff member from your institution involved in deterring underage use, purchase, possession and sale of alcohol (i.e., law enforcement, security, substance abuse, health and judiciary).
- The project coordinator should be closely involved in the program, including its development, implementation, monitoring and evaluation.
- The project coordinator must be accessible by phone and e-mail.

■ NOTIFICATION OF GRANT AWARD

Applicants will be notified of grant award or denial with an e-mail by August 6, 2010.

■ GRANT CONDITIONS

- All publicity information, educational materials and any other products developed for this program must have prior approval from Virginia ABC.
- Materials must include the following acknowledgement: *This program is made possible through a grant funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Enforcement of Underage Drinking Laws (EUDL) Block Grant, from the Virginia Department of Alcoholic Beverage Control (ABC). The opinions expressed do not necessarily represent the views of Virginia ABC.*
- Your institution will be required to attend and bring a student to Virginia ABC's 25th Annual College Conference (TBA).
- Grant requests are limited to a maximum of \$9,000. ABC reserves the right to partially fund proposals by funding discrete

GRANT APPLICATION CHECKLIST

- Grant Application Cover Sheet
- Directions & Format (7 pts.)
- Project Narrative Description (Total: 68 pts.)
 - Project Need (15 pts.)
 - Project Summary (10 pts.)
 - Project Outcomes (20 pts.)
 - Action Plan & Timeline (5 pts.)
 - Evaluation Plan (15 pts.)
 - Continuation Plan (3 pts.)
- Project Budget (Total: 20 pts.)
 - Project Budget (10 pts.)
 - Budget Justification Narrative (10 pts.)
- Three Letters of Support (Total: 5 pts.)

activities, portions, or phases of proposed program. ABC also reserves the right to make no awards or fewer awards than expected under this announcement.

- Grant recipients must sign and return the grant agreement prior to the disbursement of any funds. Disbursement will be in two installments, mailed in August 2010 and January 2011, respectively.

The problem of underage drinking requires continuous attention from the fields of enforcement, prevention and education. Research shows that campus-based and community-based interventions can reduce underage drinking and its associated problems.

■ REPORTING

- Operation Undergrad requires reporting of all funded programs. Successful applicants receiving funding under this grant are required to report all grant-related activities to Virginia ABC by December 17, 2010 for the interim progress report and June 17, 2011 for the final report.
- All reports should be formatted according to ABC's special requirements (furnished upon grant award). Failure to follow the format or late reports may hinder future funding opportunities.
- Please send a final draft of all print material produced through this grant to ABC for review before printing. Two copies of all materials created directly or indirectly through this grant (press releases, news articles, brochures, posters, photos, etc.) are also to be included with your grant progress and final report. When possible, please be sure to keep multiple copies in your file to be sent to ABC upon request.
- Reporting for a previous grant year must be complete to receive a repeat grant.

■ SELECTION CRITERIA

Applications will be evaluated by a grant review committee using a specific sequence of selection criteria.

- The "Grant Application Checklist" (inset, above) lists the selection criteria that the committee will use to score applications.
- This publication provides guidelines for ensuring that your project proposal meets each selection criterion. Please prepare your proposal accordingly.
- Point value for each criterion is listed in parentheses following the heading in this brochure. The committee will use these point values in evaluating each proposal. The highest possible score is 100.

GRANT TIME TABLE

June 4, 2010..... Deadline for grant applications due to Virginia ABC by 5 p.m.
August 6, 2010..... Notification of Operation Undergrad grant awards.
TBA..... Required attendance at the 25th Annual College Conference.
December 17, 2010 Interim Progress Reports due to Virginia ABC by 5 p.m.
May 31, 2011 Grant cycle ends (all funding must be spent).
June 17, 2011 Final Report due to Virginia ABC by 5 p.m.

PREPARING & SUBMITTING YOUR GRANT APPLICATION

■ GRANT APPLICATION COVER SHEET

The cover sheet is enclosed and available online at www.abc.virginia.gov. The applicant serves as the fiscal agent for the program and therefore accepts fiscal responsibility for the funded project. The chief executive official should review the application and sign on behalf of the institution. The project coordinator is also requested to sign.

■ DIRECTIONS & FORMAT [7 pts.]

Prepare your grant application according to the instructions in this brochure.

- The application must be specific and fully meet all selection criteria.
- It must be complete, including the required number of copies.
- Use the “Grant Application Checklist” (inset, facing page) to make sure that you include all required material.
- Do not exceed the page limits specified.
- Provide one original, signed copy and four additional copies.
- It must be received by Virginia ABC no later than Friday, June 4, 2010, 5 p.m.

Please use the proper format:

- Print with black ink and at least 12-point Times New Roman type.
- Use letter-sized paper (8.5 x 11 inches).
- Use white paper (not colored).
- Number every page.
- Use only paper clips and rubber bands. *Do not bind or staple material.*

Please note: Failure to prepare and format your application correctly may lead to disqualification. Incomplete, faxed or e-mailed applications will not be considered.

■ PROJECT NARRATIVE DESCRIPTION [68 pts./10 pgs.]

■ PROJECT NEED [15 pts./1 pg.]

Convincingly describe the magnitude of your campus/community problem. Support the project need with current data relevant to your particular campus/community (i.e., surveys, recent studies, crime reports, etc.). Explain current or past efforts to address your problem. If you received grant funding, how would this grant benefit your campus? *Not to exceed one page.*

FUNDS MAY BE USED FOR . . .

- Program planning, development, implementation and coordination
- Overtime law enforcement efforts
- Instructional materials and supplies
- Guest speakers and presentation fees and refreshments for public events
- ABC College Conference attendance (including travel and lodging)
- Printing, postage and media materials

FUNDS MAY NOT BE USED FOR . . .

- Personnel salaries, FICA or fringe benefits
- Stipends or consultant fees
- Giveaways
- Graduation parties
- Operating expenses
- Indirect cost or general conference attendance expenditures
- Equipment, supplies and other expenses not directly related to the project

■ PROJECT SUMMARY [10 pts./1 pg.]

How will your project positively impact enforcement and prevention efforts on your campus? Summarize your entire project and its goals. *Not to exceed one page.*

■ PROJECT OUTCOMES [20 pts./4 pgs.]

What will this project accomplish? What are its goals, objectives and milestones? Explain the intended outcome(s) of your project proposal. *Not to exceed four pages.*

Include the following five elements:

1. A quantifiable level of success
2. A specific deadline of completion
3. A clearly identified target population(s) to be served and evaluated
4. Standards or a baseline of data that demonstrates your objective(s) as realistic
5. An evaluation tool to measure progress

■ ACTION PLAN & TIMELINE [5 pts./2 pgs.]

How do you intend to achieve your objective(s)? Using your objective(s) as a basis, explain the activities, steps and tasks of your project proposal. *Include a detailed timeline for implementation.* Demonstrate

that you can complete the project within the funding period (August 9, 2010 through May 31, 2011). *Not to exceed two pages.*

■ EVALUATION PLAN [15 pts./1 pg.]

How will you evaluate your project? How will you assess its impact? Explain a plan for measuring both its interim progress and its final outcome. Describe all evaluation instruments you will use—include both *quantitative* and *qualitative* measures of evaluation. *Not to exceed one page.*

■ CONTINUATION PLAN [3 pts./1 pg.]

Describe how the proposed project will continue after the grant period. Include possible or committed funds, resources and/or collaborations. *Not to exceed one page.*

■ PROJECT BUDGET [20 pts./2 pgs.]

■ PROJECT BUDGET [10 pts./1 pg.]

Itemize your budget. Items must be necessary, reasonable and allocable. For guidance, please refer to the lists on this page (inset, center). *Not to exceed one page.*

Please note: ABC reserves the right to partially fund proposals by funding discrete activities, portions, or phases of proposed projects. ABC also reserves the right to make no awards, or fewer awards than expected under this announcement.

■ BUDGET JUSTIFICATION NARRATIVE [10 pts./1 pg.]

Clearly explain why each expense in the budget is necessary for the project. Every item listed in the budget *must* be mentioned in both the “Project Narrative Description” and the “Budget Justification Narrative.” Terms such as *miscellaneous* or *etcetera* will not be accepted. *Not to exceed one page.*

■ THREE LETTERS OF SUPPORT [5 pts.]

Three letters of commitment and support from existing or new partners (e.g., president, law enforcement, ABC agent, campus/community stakeholders, etc.) should be included in the proposal. All letters should address the grant goals and objectives. The review committee will evaluate the quality of the letters. *Not included in the page limit.*

2010—11 OPERATION UNDERGRAD GRANT APPLICATION

Please use this cover sheet for submitting your 2010–11 Operation Undergrad grant application. Print neatly or type. Sign in blue ink so that the original can be distinguished. Refer to the detailed instructions when completing the application.

TO SUBMIT YOUR APPLICATION: Mail or hand deliver a signed original and four unbound copies to Virginia ABC by **June 4, 2010, 5 p.m.**, at the following address: **Virginia ABC, Education Section/Operation Undergrad, 2901 Hermitage Road, Richmond, VA 23220**. Please note: The application deadline is the date by which the application must be received at Virginia ABC, not the postmarked date. Virginia ABC will not accept applications by facsimile or by e-mail. Repeat grant submissions *must* include a progress report detailing successes to date.

■ INSTITUTION OF HIGHER EDUCATION (APPLICANT)

Applicant name (institution): _____

Applicant address: _____

City: _____, VA Zip: _____ County: _____

Phone: _____ Fax: _____ Federal ID no.: _____

■ PROJECT COORDINATION (PRIMARY CONTACT)

Name (project coordinator): _____ Title: _____

Mailing address: _____

City: _____, VA Zip: _____ County: _____

Phone: _____ Fax: _____ E-mail: _____

■ PROJECT NARRATIVE DESCRIPTION

Project title: _____

Project start date: _____ Project end date: _____

Project focus: ☐ Education ☐ Enforcement ☐ Community involvement ☐ Off campus ☐ Other: _____

☐ Please check this box if this is a repeat grant.

☐ Please attach the “Project Narrative Description” (not to exceed ten pages). Use only paper clips and rubber bands.

■ PROJECT BUDGET

Total amount requested (maximum \$9,000): \$ _____

Cash income from other sources: \$ _____ Other donations: _____

☐ Please attach the “Project Budget” (not to exceed two pages). Use only paper clips and rubber bands.

■ THREE LETTERS OF SUPPORT

☐ Please attach three letters of support from existing or new partners (different offices, agencies or organizations).

■ SIGNATURES

By signing the application, the chief executive official and project coordinator agree to comply with all state and federal laws and regulations and the special conditions of the grant. The applicant serves as the fiscal agent for the program and therefore accepts fiscal responsibility for the funded project. The chief executive official signs on behalf of the institution of higher education.

Name/title of chief executive official (please print): _____

Signature of chief executive official (please use **blue ink**): _____

Name/title of project coordinator (please print): _____

Signature of project coordinator (please use **blue ink**): _____